

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 28, 1989

ALL COUNTY LETTER NO. 89-29

TO: ALL COUNTY WELFARE DIRECTORS
ALL STATISTICAL HANDBOOK HOLDERS (DIVISION 26)

SUBJECT: REVISED FOOD STAMP EMPLOYMENT AND TRAINING QUARTERLY
STATISTICAL REPORT AND INSTRUCTIONS

REFERENCE: ALL COUNTY INFORMATION NOTICES I-102-88 AND I-98-87
ALL COUNTY LETTER NO. 88-138

The purpose of this letter is to transmit a camera-ready copy of the revised Food Stamp Employment and Training (FSET) Quarterly Statistical Report form (STAT 40 12/88) and the corresponding instructions. Revisions to the STAT 40 and its instructions were necessary as a result of clarified program information received from the Food and Nutrition Service.

The following form clarifications and changes should be noted.

o Part A PROGRAM REGISTRANTS

1. Line item 3 captures placement counts for volunteers (exempt, deferred, and non-targeted individuals). This item is not used to derive the base count for volunteers who are exempt or deferred; that count is captured in the new Section E.

o Part B DEFERRALS

1. The line items "categorical" and "non-English speaking" have been deleted.
2. A new line item, "Substitute Program(s)" has been added.
3. An additional column, "Oct. 1," has been added.

o Part C COMPONENT PLACEMENTS

1. This part was initially titled "Component Participants." It has been retitled "Component Placements."
2. Two additional FSET components are listed. They are Vocational Training and On-the-Job Training.

o Part D OCTOBER 1 WORK REGISTRATION STATUS

1. This part was initially titled "October Registrants." It has been retitled "October 1 Work Registration Status."
2. The line item "Total number of work registrants during the period October 1 through October 31" has been retitled "Total number of work registrants on October 1."
3. Two new line items have been added. They are "Total number of work registrants who held a deferral status on October 1" and "Total number of FSET mandatory participants on October 1."

o Part E TO BE USED ONLY ON INSTRUCTIONS FROM THE DEPARTMENT OF SOCIAL SERVICES


1. In line item number 11 through 13 please provide the monthly counts of Food Stamp Program participants who were exempt from work registration or deferred from FSET participation but volunteer and are placed into an FSET component. Note this is not an action count. Individuals who volunteer to be placed into an FSET component and subsequently participate in more than one component should be counted only once in these line items. Please provide these counts until further notice.

The enclosed STAT 40 instructions include all changes to the current report form. Please keep these instructions on file until further notice or receipt of Division 26, Section 313.

Implementation of the revised STAT 40 shall begin with the second quarter (January 1, 1989 through March 31, 1989) of the 1989 Federal fiscal year. Counties may photocopy the enclosed form and use it for reporting purposes until a warehouse supply is available. Counties will be advised when a warehouse supply is available.

Please notify all affected parties of the above changes. If you have any questions regarding the report form or instructions, please contact Anthony Armenta, Statistical Services, at (916) 323-4942 or ATSS 473-4942. If you have program related

questions, please contact your GAIN and Employment Services
County Operations Analyst at (916) 324-6962.


For DENNIS J. BOYLE
Deputy Director

Enclosure

cc: CWDA

INSTRUCTIONS FOR STAT 40

26-313 FOOD STAMP EMPLOYMENT AND TRAINING (FSET) QUARTERLY STATISTICAL REPORT (FORM STAT 40)

26-313.01 CONTENT

This quarterly report provides information concerning Food Stamp Program applicants and recipients who are involved in the Food Stamp Employment and Training Program.

26-313.02 PURPOSE

Data collected through this report is used by the United States Department of Agriculture, Food and Nutrition Service to monitor service levels of the Food Stamp Employment and Training Program.

26-313.03 DISTRIBUTION

This report is distributed to departmental program managers, the United States Department of Agriculture Food and Nutrition Service, and other interested agencies and individuals.

26-313.04 DUE DATE

Each County shall submit a report by the fifteenth working day of the month following the report quarter. Send report to:

State Department of Social Services
Statistical Services
744 P Street, M. S. 19-81
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact Statistical Services at (916) 322-2230 or ATSS 492-2230 prior to the due date.

26-313.05 DEFINITIONS

Work Registrant: An individual who is required to work register pursuant to Manual of Policies and Procedures (MPP) Section 63-407.1.

Mandatory Participant: A work registrant who is not deferred from FSET participation.

Substitute Program: A program as described in MPP 63-407.23 that has participation requirements which exceed those contained in the FSET Program. Persons who participate in such programs are counted as work registered.

Deferred Registrant: A work registered individual whose circumstances prevent him/her from participating in the FSET activities (See MPP 63-407.811). Work registrants who are participating in substitute programs that have standards exceeding those for FSET also may be deferred.

Geographic Exclusion: A County or part of a County that, due to compelling reasons, is approved by the Food and Nutrition Service (FNS) to be geographically excluded from operating FSET.

(NOTE: Food Stamp Program applicants and recipients who reside in geographically excluded areas must be work registered unless exempt from work registration per MPP 63-407.21.)

Individual Deferral Criteria: Criteria for deferring an individual for personal reasons, such as lack of child care, lack of transportation, etc. (See MPP 63-407.811[c])

Certified: An individual who is approved to receive food stamps.

Component: A job club/job search, work or training assignment designed to help food stamp participants to move promptly into unsubsidized employment.

Placement: A "placement" occurs when a Food Stamp Program applicant/recipient: 1) commences a FSET component, or 2) fails to comply with FSET requirements and is either denied Food Stamp Program certification/recertification or is sent a Notice of Adverse Action (NOAA). Note only NOAA's for violating FSET requirements may count as placements. NOAA's sent to persons who either voluntarily quit a job or fail to comply with one or more of the work registration requirements described in Section 63-407.42, .43, .44 may not be considered placements.

26-313.10 GENERAL INSTRUCTIONS FOR COMPLETING FORM STAT 40

When completing this report it is important to remember that individuals will affect the registrant and deferral counts only once during a Federal fiscal report year (October through September). Also, it is important to remember a single person may influence the count of work registrants, deferrals, volunteers, and if a change in status occurs, of mandatory participants and NOAAs. In general, if an individual's status does change, that individual would never be subtracted from one count to be added to another. The only exception to this policy would be if the change of the status is because the County is correcting an earlier County assessment or counting error.

26-313.20 PART A. PROGRAM REGISTRANTS

Part A provides the monthly counts and quarter totals of those Food Stamp applicants/recipients who were newly work registered during the report quarter. It also provides monthly counts and quarter totals of: 1) those work registrants (new and ongoing) who were either deferred from FSET participation or placed in a FSET component, 2) those work registrants who were deferred from FSET participation but voluntarily were placed in a component, and 3) Food Stamp Program recipients who were exempt from work registration but who were voluntarily placed into a FSET component.

Column Instructions:

Columns 1-4 Enter the monthly counts and provide quarter totals on every report.

Item Instructions:

1. Total new work registrants - Enter the monthly count of all food stamp applicants who do not qualify for the work registration exemptions listed in MPP Section 63-407.21(a) through (h) plus the monthly count of food stamp recipients who have lost their work registration exemption status during the quarter. A County does not need to count any individual as work registered more than once during a Federal fiscal report year. Note that all persons who do not qualify for work registration exemption must be work registered. This count excludes work registered applicants who were placed in a Job Search or other component at the time of Food Stamp application but later either denied eligibility for reasons other than noncompliance with FSET requirements or certified but exempt from work registration. Work registered food stamp recipients who later become exempt from registration should not be subtracted from this count.
2. Number of work registrants deferred from FSET participation - Enter the monthly count of work registrants who were deferred from FSET participation during the report quarter. Remember to include ongoing work registered food stamp recipients who become deferred from FSET participation during the quarter. Do not include individuals whose deferral status carried over from a previous quarter. Do not double count individuals who change from one deferral to another during the Federal fiscal year. Do not double count individuals who have had their deferral status reviewed and reaffirmed unless they have been reworked registered.
3. Volunteers who are placed in an FSET component - Enter the monthly count of all Food Stamp Program participants who volunteer to be placed in a component. The volunteer should

be counted only after he or she commences a specific component. Note that this count may include individuals who are exempt from work registration or deferred from FSET participation. Individuals who are part of the FSET mandatory population and have not been selected by the County for FSET participation, but volunteer to do so, should be counted as volunteers. This count also includes individuals who have completed a component, or are participating in a component, who then volunteer to begin a different component. Count volunteers each time they are referred to a component. Volunteers must be food stamp recipients, but they are not subject to a penalty for noncompliance with FSET requirements.

4. Mandatory participants who are placed in an FSET component - Enter the monthly count of individuals in the FSET mandatory population who have been selected to participate in an FSET component and who are placed in that component (include applicant placements when applicable). Note that simply referring an individual to the FSET unit for an assessment interview would not be counted as a placement; the individual must commence (begin) a particular FSET component. Individuals who are placed in a component but do not complete the component's requirements should be included in this count. Individuals who are placed in a component, but later are deferred from participation, should also be included in this count, unless the change in status is due to a County error. When individuals are selected to participate in multiple components, they should be counted once for each component to which they are placed.
5. Work registrants sent notice of adverse action and if appropriate applicants denied certification for failure to comply with FSET requirements - Enter the count of all NOAA's which have been issued due to failure to comply with FSET requirements. NOAA's sent for noncompliance with other work registration requirements (MPP 63-407.42,.43,.44) or voluntary quit (MPP 63-408) shall not be included in this count. Assigned persons who have good cause for noncompliance shall not be included in this count. Individuals who have been assessed and placed in an FSET component, but are then found to be noncompliant and issued a NOAA, should be included in this count as well as in the count of Item 4. For Counties administering applicant components, individuals or households which are denied participation in the program due to failure to comply with FSET applicant requirements should be included in this count. All such notices should be counted for the month they are issued.

26-313.30 PART B. DEFERRALS

Part B provides the count of: 1) all those work registrants in the County who held a deferral status on October 1, and 2) all

those work registrants who were granted a deferral during the report quarter.

This part lists all Federally approved reasons for granting a deferral. A work registrant may be granted a deferral using one of the reasons listed. A count for each work registrant who is deferred from FSET participation should be entered next to the appropriate reason.

The number of all those work registrants in the County who held a deferral status on October 1 is reported in column 1 ("Oct 1"). This count is reported only on the first quarter (October through December) report of each new Federal fiscal year (October through September). The total number of deferrals reported in this column will equal the count reported in Part D, Item 9.

The monthly counts and quarter totals of those work registrants who were granted a deferral during the report quarter are to be reported in columns 2-5. These counts should be provided on every report. The total number of deferrals reported for each month, as well as their quarter total, will equal the counts reported in Part A, Item 2.

Column Instructions:

Column 1 Complete the "Oct. 1" column only on each first quarter report (October through December) of each new Federal fiscal report year.

Columns 2-5 Enter the monthly counts and provide the quarter totals on every report.

Item Instructions:

6. Total number of deferrals - In column 1, enter the count of deferred work registrants reported in Part D, Item 9. In columns 2-5, enter the monthly count and quarter total of the deferred work registrants reported in Part A, Item 2, columns 1-4. The counts reported in Item 6 will equal the sum of Items 6a, 6b and 6c.

Enter the count of work registrants who received a deferral from FSET participation due the reason indicated.

- 6a. Geographical - An entire County or part(s) of a County may be granted a geographic deferral. Deferrals reported here must have received prior approval from the FNS.
- 6b. Substitute Program(s) - This count will include those work registrants who participate in either a General Assistance Work Program, or a Non-WIN Public Assistance Program (non-GAIN), or a Refugee Resettlement Program which has participation requirements that exceed those in the FSET Program.

6c. Individual - Enter the sum of Items 6c(1) through 6c(6).

- 6c(1). Physical or mental problems - A deferral may be granted if the injury or illness is serious enough to temporarily prevent employment.
- 6c(2). Lack of child care - Lack of child care may be determined if child care cost plus other costs of participation exceed the amount reimbursable under FSET or in situations where there is a lack of adequate child care arrangements available for the registrants' children who have reached the age of six but are under the age of twelve (see MPP 63-408.41[j]).
- 6c(3). Lack of transportation to/or distance from FSET program site - Lack of transportation may be determined if transportation costs plus other costs of participation exceed the amount reimbursable under FSET or when private or public transportation is not available at reasonable times on a regular basis. An unreasonable distance is defined as a round trip to and from the FSET site exceeding two hours.
- 6c(4). Family difficulties - Family difficulties may be determined if a situation arises where an immediate family/household member temporarily requires the presence of the registrant. For example, when an incapacitated/ill family member temporarily requires the presence of the registrant or when the presence of the registrant is necessary because of the death of an immediate family/household member.
- 6c(5). Legal difficulties - Legal difficulties may be determined if a court mandated appearance precludes participation.
- 6c(6). Temporary unemployment - expected to return to work within 60 days - This may be determined if a registrant is temporarily laid off from a job but is expected to return to work within 60 days.

26-313.40 PART C. COMPONENT PLACEMENTS

Part C lists all Federally approved FSET components offered by the State and provides the monthly counts and quarter totals of all those food stamp applicants/recipients who were placed in each component during the course of the report quarter.

Individuals may be selected to participate in more than one component and should be counted once for each component in which they are placed.

Column Instructions:

Columns 1-6 Complete columns 1-6 on every quarterly report. In columns 1-5 a placement count will be recorded for each component in which an individual was placed during the report quarter. In column 6 provide the quarter totals.

Column 1 Workfare - Workfare consists of a nonsalaried assignment with a public or private nonprofit agency that provides the registrant an opportunity to develop basic work habits or to practice existing skills.

Column 2 Job Search - Supervised job search consists of an organized method of seeking work such as access to phone banks, job orders and direct referrals to employers. Unsupervised job search consists of independent efforts by a registrant to look for employment and follow-up interviews by staff to determine the adequacy of the job search.

Column 3 Job Club - Job Club consists of group training sessions in job finding skills such as: job interviewing, understanding employer expectations and requirements, and in enhancing self-esteem, self-image and confidence.

Column 4 Vocational Training - Vocational training consists of a project, program or experiment, such as a supported work program, or a Job Training Partnership Act Program (JTPA), or State or local program aimed at accomplishing the purpose of the FSET Program.

Column 5 OJT - OJT/Work Experience consists of an assignment which will provide work experience or training or both and enable participants to move promptly into regular public or private employment.

Item Instructions:

7. Total FSET participants placed in each component - This item is equal to the sum of Items 7a and 7b.

7a. Mandatory Participants - Enter the count of mandatory participants who were placed in each component during the report quarter.

- 7b. Voluntary Participants - Enter the count of volunteer participants who were placed in each component during the report quarter.

THE FOLLOWING COUNTS, ITEMS 8 THROUGH 10, ARE REPORTED ONLY ON EACH FIRST QUARTER REPORT (OCTOBER THROUGH DECEMBER) OF EVERY NEW FEDERAL FISCAL REPORT YEAR.

26-313.50 PART D. OCTOBER 1 WORK REGISTRATION STATUS

Part D provides the count of all those ongoing Food Stamp Program recipients who were work registered on October 1. It also provides the October 1 count of ongoing food stamp recipients who are work registered and either deferred from FSET participation or available for participation in an FSET component. Counts in this part are of ongoing food stamp recipients and do not include new work registrant counts.

Column Instructions:

Complete the "Oct 1" column only on each first quarter report (October through December) of each new Federal fiscal report year.

Item Instructions:

8. Total number of work registrants on October 1 - Enter the total number of all work registrants in the County on October 1. This count includes individuals who end their work registration period during the month of October but does not include October new work registrants as they are already recorded in Item 1.
9. Total number of work registrants who held a deferral status on October 1 - Enter the number of all those work registrants in the County who held a deferral status on October 1. This count does not include October new work registrants granted a deferral from FSET participation (they are already recorded in Item 2) but does include individuals who hold a deferral on October 1 but lose their deferral status during the month of October. Persons who lose their deferred status in September should not be included in this count. Note that this figure is a subcount of Item 8, since all individuals who are deferred from FSET are work registered.
10. Total number of mandatory participants on October 1 - Enter the difference of Item 8 and 9. This number represents the number of ongoing food stamp work registrants who are available for placement into a FSET component on October 1.

26-313.60 PART E. TO BE USED ONLY ON INSTRUCTIONS FROM THE
DEPARTMENT OF SOCIAL SERVICES

This section is reserved for additional information which may be required temporarily or permanently due to a court decision or a change in legislation or regulation. In order to avoid a revision to this form, this section is provided for any unforeseen reporting needs or requirements. If any items are added under this section, you will be notified by All-County Letter and given time for implementation.

26-313.90 FORM STAT 40

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. If there is nothing to report on an item, enter "0"; do not leave any item blank.

SEND ONE COPY TO:

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM QUARTERLY STATISTICAL REPORT

Department of Social Services
Statistical Services
744 P Street, M.S. 19-81
Sacramento, CA 95814
(916) 322-2230

COUNTY	QUARTER ENDING (1 Y)
STATE USE ONLY	

PART A. PROGRAM REGISTRANTS	(1) MONTH 1	(2) MONTH 2	(3) MONTH 3	(4) QUARTER TOTAL
1. Total new work registrants	1	2	3	4
2. Number of work registrants deferred from FSET participation (Quarter Total equals Item 6 Quarter Total)	5	6	7	8
3. Volunteers who are placed in an FSET component (Quarter Total equals Item 7b Quarter Total)	9	10	11	12
4. Mandatory participants who are placed in an FSET component (if applicable, include applicant placements; Quarter Total equals Item 7a Quarter Total)	13	14	15	16
5. Work registrants sent notice of adverse action and if appropriate applicants denied certification for failure to comply with FSET requirements	17	18	19	20

PART B. DEFERRALS	(1) OCT. a/ 1	(2) MONTH 1	(3) MONTH 2	(4) MONTH 3	(5) QUARTER TOTAL
6. Total number of deferrals [Sum of 6a, 6b and 6c]	21	22	23	24	25
a. Geographic	26	27	28	29	30
b. Substitute Program(s)	31	32	33	34	35
c. Individual [Sum of 6c(1) thru 6c(6)]	36	37	38	39	40
(1) Physical or mental problems	41	42	43	44	45
(2) Lack of childcare	46	47	48	49	50
(3) Lack of transportation to/or distance from FSET program site	51	52	53	54	55
(4) Family difficulties	56	57	58	59	60
(5) Legal difficulties	61	62	63	64	65
(6) Temporarily unemployed expected to return to work within 60 days	66	67	68	69	70

a/ Complete this column only on each first quarter (Oct.-Dec.) report of each new Federal fiscal year.

PART C. COMPONENT PLACEMENTS	(1) WORK- FARE	(2) JOB SEARCH	(3) JOB CLUB	(4) VOC. TRAIN.	(5) OJT	(6) QUARTER TOTAL
7. Total FSET participants placed in each component [Sum of 7a and 7b]	71	72	73	74	75	76
a. Mandatory participants	77	78	79	80	81	82
b. Voluntary participants	83	84	85	86	87	88

PART D. OCTOBER 1 WORK REGISTRATION STATUS (COMPLETE FIRST QUARTER ONLY [OCT.-DEC.])	OCT. 1
8. Total number of work registrants on October 1	89
9. Total number of work registrants who held a deferral status on October 1	90
10. Total number of FSET mandatory participants on October 1 [Difference of 8 and 9]	91

PART E. TO BE USED ONLY ON INSTRUCTIONS FROM THE DEPARTMENT OF SOCIAL SERVICES

- 11.
- 12.
- 13.
- 14.

REPORT PREPARED BY:	TELEPHONE: ()	DATE:
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